



VACANCY ANNOUNCEMENT

Cook Assistant

OPEN TO All interested candidates

POSITION: Cafeteria Cook/assistant for American Employees Facilities & Services Association (AEFSA)

OPENING DATE: Sunday November 23, 2014

WORK Part Time Sunday through Thursday

SALARY: To be determined based on applicant's qualifications

Basic Function of the Position

The cook/assistance is responsible to supervise all cafeteria personnel, be in charge of weekly shopping and inventory, and be able to prepare breakfast and lunch meals for a small group of customers.

1. Education:

Required: a culinary degree or its equivalent, and knowledge of supervising small groups

2. Experience:

Required: 2 years related experience

3. Language Requirements: Fluency in Speaking/Reading/Writing in English.

4. **Other Skills:** Should have an advanced level keyboard and computer skills on a variety of software applications (MS Word, Excel, Access, etc.) and internet. Ability to organize routine data and maintain established procedures. Must be able to work under supervision of General Manager and/or independently and has the ability to use judgment to analyze information and take appropriate actions. Ability to be flexible, resourceful, and service-oriented would be an advantage.

SUBMIT RESUME TO

Email: Stowme@state.gov